Compucorp®

System Guide 4:
Making Major Revisions

Overview

With a typewriter, making major revisions, such as adding or rearranging paragraphs, requires retyping or "cutting and pasting." Often these changes make it necessary to renumber all the pages. Minor mistakes, such as misspelling one name, become major when they occur throughout an entire document. All of these revisions are time-consuming to complete.

In this system guide you will learn how to make major revisions quickly and easily on your Compucorp system. In Section 1, you will be introduced to OMEGA's block functions. Since many revisions consist of manipulating blocks of text, the block functions can make your editing tasks easier to perform. Another common revision is the need to substitute certain words for other words. Section 2 discusses Compucorp's Search and Replace feature, which can simplify this editing task. Section 3 covers Replace Mode, a useful feature if a revision takes up the same amount of space as the original text.

After revisions have been made, you can instruct OMEGA to set new page breaks in the edited text. This is the topic of Section 4. Section 5 explains some of the ways you can locate text for revision in a document. The last section of this system guide, Section 6, shows you how to instruct OMEGA to number pages automatically.

Sections

1: Revising Blocks of Text
2: Search & Replace
3: Replace Mode
4: Setting Page Ends
5: Locating Information
6: Numbering Pages

Turn to the next page to begin Section 1.

Working with blocks

Blocks of text often need to be moved, copied, or deleted when you revise a document. Existing blocks of text can also be used to create new documents. Compucorp's block functions provide many options—all of which are easy to use.

Applications/functions

When you make major revisions to a document, the five block functions described in this section can make your tasks easier to perform. The first option covered is moving a block. You can use this function to re-arrange the sequence of text. The second block option, copying a block, allows you to type recurring text once, then copy the block at other locations within the document. Or, you can remove unneeded sections of text quickly using the third option, Block Delete. The fourth block function has two parts. With Block Save and Block Recall, you can copy a block of text into another document at any time. A fifth block function, printing a block, lets you print designated sections of text.

Define a block

The first step in working with a block of text is to define the block. A block can be a few words, several lines, a paragraph, several paragraphs, a whole page, or more.

To define a block, you indicate its beginning and end. Do this by pressing the BLOCK key and then typing the letter b (begin), and the BLOCK key and the letter e (end). When a block is defined, it is surrounded by small arrows called "block markers."

Once a block is defined, you can move, copy, delete, save, or print it. You can work with only one block of text at a time. When you move a block, the block markers are deleted automatically. With other block functions, the markers remain in the text until you delete them or define another block. However, you can leave them in the text because markers do not print if they are not removed.

- **Positioning block markers:** Sometimes, you must decide whether to enclose return markers with the text. Return markers at the end of a line should be included if you want the block to remain a paragraph. Return markers at the left margin on blank lines should be included if you want a blank line as part of the block.

In Example A at the right, the blank line at the beginning of the paragraph is included in the defined block. In Example B, the blank lines at the beginning and end of the paragraph are part of the defined block. In Example C, no blank lines are included in the defined block.

A. Defining a Paragraph Plus One Blank Line

B. Defining a Paragraph Plus Two Blank Lines

C. Defining a Paragraph Only

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Option 1: Moving a block

You can move a defined block of text to another location in the document. To do this, position the cursor where you want the block to appear and use BLOCK and (CTRL) MOVE. The block moves from its original location to the new one. In the first illustration at the right, the text has been rearranged by moving a block.

Option 2: Copying a block

You can also leave a block of text where it is and copy it elsewhere in the document. To copy a block, position the cursor at the place where you want the copy to appear. Then use BLOCK and (CTRL) COPY. The block is copied at the new location and also remains in the original location. The second illustration shows how you can copy a block of text instead of retyping it.

Once you copy a block, you have the option to copy it repeatedly until you define another block.

Option 3: Deleting a block

A third block option is to remove a block entirely. In this situation, the text which follows the block moves up. To delete any block, you first define it, and then use BLOCK and (CTRL) DELETE. In the third illustration, a block has been deleted. This procedure is faster than deleting one line at a time.

Move a Block

Before
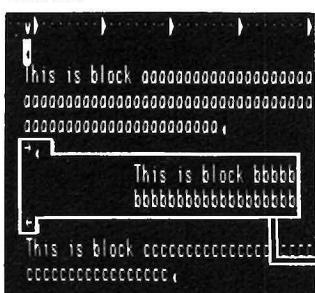
After - Block in One Location Only
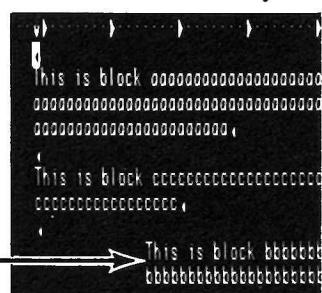
Copy a Block

Before
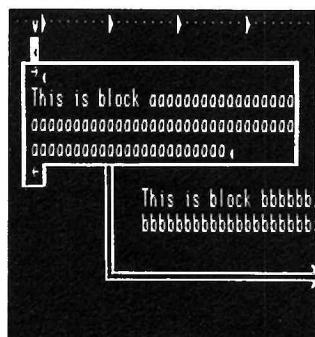
After - Block in Two Locations

3
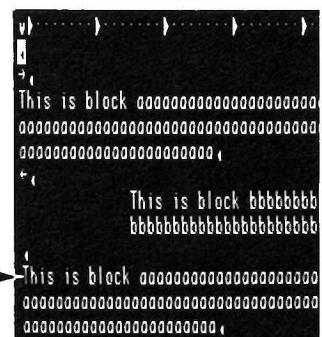
Delete a Block

Before
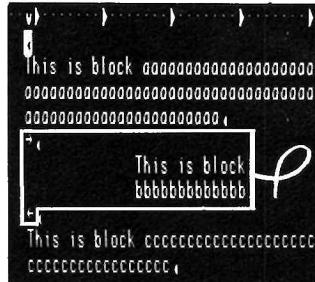
After - Block Entirely Deleted

Option 4: Saving and recalling a block

You can save a defined block of text as a separate document and recall a copy of it into any document at any time.

- **Saving a block:** Save a defined block by using BLOCK and SAVE and naming the block. The system then copies the block as a separate document and lists the block name on the Index as shown in the illustration at the right. The original block remains on the screen in the document from which you saved it.

- **Recalling a block:** Recall a saved block by positioning the cursor where the block is to appear and pressing INDEX. When the Index displays, move the cursor to the block name and press BLOCK and then RECALL. The saved block appears on the screen at the cursor location and also remains on the disk as a separate document.

You can recall a saved block to a clear screen or to any document that appears on the screen. You can recall a saved block as many times as necessary to as many places as needed. When you recall a block, its Document Status Menus are not recalled with it. The block takes on the format of the document into which it is recalled.

Option 5: Printing a Block

A fifth block function is printing a defined block. You can use this option when you do not wish to print an entire page or an entire document. It can also be used to print envelopes, a procedure explained in System Guide 5. To print a defined block, you press BLOCK and then PRINT. OMEGA displays the word "PRINTING" in the message area, as illustrated at the right. While the block is printing, you cannot use the screen for typing or editing.

Save and Recall a Block

Save a Block

```
SAVING TEXT: Please name this document: Blockname█
```

Recall a Block

```
Index for DISK1     313 FREE PAGES        TIME: 08: 25: 22
        DOCUMENT NAME              AUT  CREATED   REVISED       PAGES
Jones letter                      jer  02/19/82 02/19/82 08: 07  4
Smith letter                      bt   02/19/82 02/19/82 08: 08  1
Sales report/Jan                  ag   02/19/82 02/19/82 08: 15  2
Annual Report/1st draft           jer  02/19/82 02/19/82 08: 13  17
Sample sales letter               ag   02/19/82 02/19/82 08: 15  1
Blockname                              03/30/82 00/00/00 00: 00  1
```

Print a Block

```
PRINTING
                              PAGE    1  LINE   26  CHAR   35
 ▶ ·· ·· ▶ L ·· ▶ ·· ·· ▶ v ·· ▶ ·· ·· ▶ ·· · ▶ ·· ▶ · ·H· R ·
           "danceability." Mens shirts come in a variety of
           flourescent colors to stand out in the darkest of
           discos. We offer pants that S-T-R-E-T-C-H for that
           second-skin fit.◀

           →And our prices cannot be beat!◀

               ▶Dresses - Starting at $15.00◀
               ▶Shirts  - Starting at $7.00◀
               ▶Pants   - Starting at $7.00◀
           ◀◀
           At DELIGHT BOUTIQUE we have fashions for everyday
           wear, too. We have a wide selection of name brand
           mens suits, including the latest European
           designs.                              ◀
           ◀
```

Printed

```
And our prices cannot be beat!

    Dresses  - Starting at $15.00
    Shirts   - Starting at $7.00
    Pants    - Starting at $7.00
```

Working with Block Mode (not available on Level A)

When revising a document, you may need to work with large blocks of text. Or, you may have to copy or move a block several pages from its original location. OMEGA's temporary memory can hold approximately three pages. Therefore, a large block, or a multi-page move, may exceed the memory capacity. In this situation, you can use Compucorp's "Block Mode."

When to use Block Mode

If a block is larger than the limits of OMEGA's temporary memory, the system tells you that you must use "Block Mode." A message displays saying, "Block markers cannot be found. May be on disk. Press RETURN to continue." This is your signal that the temporary memory cannot hold the entire block.

Block Mode procedure

To enter Block Mode, use COMMAND and BLOCK. A message saying "BLOCK MODE" and a list of the keystrokes used for block functions display at the top of the screen. This list is pictured at the right. At this point, you define a block by positioning the cursor and typing b (begin) and then repositioning the cursor and typing e (end). You may then perform the block functions listed by simply pressing the appropriate key. For example, to move a block defined in Block Mode, you simply position the cursor where the block is to be located and press MOVE. To perform any other editing, you must return to normal editing mode.

When you have completed the Block Mode procedure, you use the RED key (cancel) to return to normal editing mode.

Now complete Disk Instruction 4.1 Revising Blocks of Text. To do this:

- **Turn on the system, if necessary, and insert the Master disk into Drive A.**
- **Fill in the date and time.**
- **When the margin scale appears, insert your Training disk into Drive B and display the Index.**
- **Recall document 4.1 Revising Blocks of Text.**

Using Block Functions for Blocks Smaller than Temporary Memory

Using Block Mode for Blocks Larger than Temporary Memory

Message to Use Block Mode

Block Mode Options

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Disk Instruction

The disk instructions for the remainder of this section, Revising Blocks of Text, are given to you in print, not on the screen. This is necessary because the examples require you to display a blank screen, a Document Status Menu or a saved document. You would be unable to follow directions given on the screen.

Before you begin the examples, do the following:

• Turn on the system, if necessary, and insert the Master disk into Drive A.

• Fill in the date and time.

• When the margin scale appears, insert your Training disk into Drive B and display the Index.

In the following examples, you will practice two more block options and complete a Cumulative Example. You will use document 4.1 Light on your Training disk to complete these examples.

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1. **Save a block:** You can also save a block of text. The Block Save function saves a block as a separate document on the Index so that you can recall it into a different document. The original block remains in the document from which it was saved.

A. EXAMPLE - Save a block

In this example you will save a block of text in document 4.1 Light.

1. Recall document 4.1 Light.

2. Define the second paragraph. BLOCK b. BLOCK e.

3. Save the block by pressing BLOCK and then SAVE.

4. OMEGA asks you to name the block. Name the block—Blocksaved. Type the name of the block in the message area.

5. Instruct OMEGA to complete saving the block by pressing RETURN.

B. EXAMPLE - Viewing the saved block

In this example you will display the Index and see the block you saved listed as a document.

1. Display the Index and locate the name of the block you saved.

2. Return to document 4.1 Light. RETURN.

3. Clear the screen. (CTRL) CLEAR.

Disk Instruction (Cont.)

2. Recall a block: You can recall a saved block into a different document or onto a clear screen.

A. EXAMPLE - Recalling a block to a clear screen

In this example you will recall the block you saved in the previous example to a clear screen.

1. Position the cursor on the line where the block is to appear—any line on the clear screen.

2. To view the name of the block you are going to recall, press INDEX.

3. Position the cursor on the name of the block to be recalled—Blocksaved.

4. Recall the block by pressing BLOCK and then RECALL. The block appears on the screen at the location you indicated.

5. Clear the screen. (CTRL) CLEAR.

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B. EXAMPLE - Recalling a block to a different document

In this example you will recall the same block into a different document, document 4.1 Experiments. You want the recalled block to appear between the first and second paragraphs.

1. Recall document 4.1 Experiments.

2. Position the cursor where the recalled block is to appear—line 10.

3. Display the Index to locate the block name—Blocksaved.

4. Position the cursor on the block name.

5. Recall the block. Press BLOCK and then RECALL.

   Note that the recalled block appears in the document in the format of the document to which it is recalled.

6. Clear the document from the screen by pressing (CTRL) CLEAR and typing Y.

Turn to the next page and complete Cumulative Example 4.1.

Cumulative Example 4.1

In this example you will review all of the block functions: defining a block, moving a block, copying a block, deleting a block, saving and recalling a block.

Recall document 4.1 Cumulative Example. Revise the text as indicated below. Refer to your Instructional Guide at any time for assistance. If you encounter difficulty, turn to the last page of this system guide for additional instructions.

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Revisions to be Made	Revised Copy

Revisions to be Made:

```
May 2, 1982

Ms. Barbara Wilson
Trust Department          } Save, name: address list
ABC Bank
Chicago, IL  60602

Dear Ms. Wilson

In response to your inquiry regarding training the word
processing operators supporting the Trust Department,
enclosed are samples of the Compucorp Training Program.

     1.   System Guide
     2.   Audio Tape
     3.   Training Disk          } print this block
     4.   Instructional Guide    } only
     5.   Administrator's Guide
     6.   Participant's Guide

Please review these materials with your Supervisors and call
me if you have any questions.

The Training Program allows you to train your own employees
at your company's convenience.  It also provides each
operator an opportunity to learn at their own pace.

You may contact Miss Jones of the XYZ Bank at 967-5640
regarding the effectiveness of the program.        move here
Sincerely,


Nancy Brown
WORD PROCESSING DEALER

Enclosures:
     copy here
```

Revised Copy:

```
May 2, 1982

Ms. Barbara Wilson
Trust Department
ABC Bank
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Dear Ms. Wilson

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Please review these materials with your Supervisors and call
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Nancy Brown
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Enclosures:
     1.   System Guide
     2.   Audio Tape
     3.   Training Disk
     4.   Instructional Guide
     5.   Administrator's Guide
     6.   Participant's Guide
```

Disk Instruction (Cont.)

The disk instructions for working with Block Mode (not available on Level A) are given to you in print, not on the screen. This is necessary because the examples require you to display a saved document. You would be unable to follow directions given on the screen.

Before you begin the examples, do the following:

• Turn on the system, if necessary, and insert the Master disk into Drive A.

• Fill in the date and time.

• When the margin scale appears, insert your Training disk into Drive B and display the Index.

In the following examples, you will display document 4.1 The Eye and practice performing the Block Mode functions.

1. **When to use Block Mode:** If you need to revise blocks of text larger than OMEGA'S temporary memory, or you want to move a block of text through text longer than OMEGA's temporary memory, you must use "Block Mode."

   A. **EXAMPLE - Trying to revise large blocks with block functions**

      In this example you will define a block of text using regular block procedures. You will then try to move the block to the end of the document. OMEGA will tell you it cannot perform the function as directed.

      1. Recall document 4.1 The Eye.

      2. Define the first paragraph using BLOCK b and BLOCK e.

      3. Press HOME HOME DOWN to move to the end of the document.

      4. When the cursor reaches the end of the document, try to move the block by pressing BLOCK (CTRL) MOVE.

      OMEGA displays a message "Block marker(s) not found - may be on disk. Press RETURN to continue." This is because you tried to move the block through more text than OMEGA's temporary memory could hold. When you see this message, you should use Block Mode to perform your block function.

      Press RETURN now. Then continue reading to learn how to use Block Mode.

CONTINUE TO THE NEXT EXAMPLE

Disk Instruction (Cont.)

2. Using Block Mode: To access Block Mode, you simply press COMMAND and then press BLOCK. Next you define the block by pressing only b at the beginning of the block and only e at the end of the block. You perform the block function by pressing the appropriate function key only.

A. EXAMPLE - Defining a block in Block Mode

In this example you will define the same block in Block Mode.

1. Return to the beginning of the document—HOME HOME UP.

2. Access Block Mode by pressing COMMAND and then BLOCK. A message appears at the top of the screen indicating you are in Block Mode and listing the keystrokes needed to perform block functions in Block Mode, "BLOCK MODE: (B) Begin, (E) End, then MOVE, COPY, DELETE, SAVE, PRINT, MATH, GLOSSARY."

3. Define the beginning of the block by positioning the cursor on the first character in the block—"C in Chapter"—and pressing b only.

4. Define the end of the block by positioning the cursor on the character following the end of the block text—line 10, character 11—pressing e only.

B. EXAMPLE - Moving a block in Block Mode

You will now move the defined block to the end of the document as you attempted in Example 1A.

1. Press HOME HOME DOWN to move to the end of the document.

2. Position the cursor on the character which is to follow the moved block text—return marker below last paragraph.

3. Move the block in Block Mode by pressing (CTRL) MOVE only. OMEGA displays a "countdown" in the message area. This countdown is helpful in letting you know how quickly OMEGA will move the text. It also indicates when OMEGA has completed the task.

3. Exiting Block Mode: When you are in Block Mode you may only perform block functions. To perform other text editing, return to normal editing mode by pressing the RED key.

A. EXAMPLE - Cancel Block Mode

1. Cancel Block Mode and return to normal editing mode. Press the RED key.

Note that the message in the message area disappears.

CONTINUE TO THE NEXT EXAMPLE

Disk Instruction (Cont.)

4. Other Block Mode functions: You can also revise blocks in Block Mode by deleting, copying, and saving. In each function you access Block Mode, define the block, position the cursor, if necessary, and press the appropriate function key. You also exit Block Mode to return to normal editing mode.

A. EXAMPLE - Deleting in Block Mode

In this example you will delete a large block of text—Chapter 2 and Chapter 3—from document 4.1 The Eye and then exit Block Mode.

1. Access Block Mode. COMMAND BLOCK.

2. Define the text to be deleted—lines 41 through 138—b and e.

3. Delete the text. (CTRL) DELETE.

4. The message "Are you sure? Y or N" displays. This is a safeguard to make sure you do not delete text that you need. Type Y. Note the block is removed from the document.

5. Exit Block Mode. RED key.

B. EXAMPLE - Saving in Block Mode

When you save a document after accessing Block Mode, OMEGA answers yes to the saving message automatically and updates the original. In this example you will save document 4.1 The Eye and OMEGA will update the document with your Block Mode changes automatically.

1. Press SAVE.

You have now completed Section 1. Turn to the next page to begin Section 2.

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Replacing words and phrases

Another feature that can assist you in making revisions is the Compucorp Search and Replace function. Changing a word or phrase that occurs many times in a document is a major editing task which can take a significant amount of time. It is also possible to overlook an occurrence if you try to locate each one individually. OMEGA's Search and Replace simplifies this process.

Applications

OMEGA's Search and Replace feature can be used to simplify many tasks. Some of these are listed below and illustrated at the right.

1. **Correct consistently misspelled, miscased or incorrect words:** In one operation, the system finds specified words quickly and replaces them for you.

2. **Create new documents with a minimum of retyping:** Sometimes documents are identical except for a few words, such as a person's or company's name. You can use Search and Replace to change names and customize any document.

3. **Revise originally correct text:** An often-used memo, such as a meeting notice, can be used repeatedly by instructing the system to change the time and date throughout the document.

Overview of Search and Replace procedure

To perform a Search and Replace, you follow three basic steps.

1. The first step is to specify the text to be searched for and the replacement text. When you specify the text you are only telling the system what to look for and what to put in its place. OMEGA does not do anything yet.

2. The second step is optional. If you want OMEGA to locate only those occurrences which are a precise match, you can specify a non-hazy match.

3. The third step is to instruct OMEGA to perform the Search and Replace. When you give OMEGA this instruction, it finds the search text and replaces it.

There are two methods to perform the Search and Replace function. A selective Search and Replace lets you interact with OMEGA to determine whether an occurrence of text is replaced. A global search instructs OMEGA to replace every occurrence automatically.

Search and Replace

Before	After
1. Jule Vernes	1. Jules Verne
2. Dear Mr. Smith	2. Dear Mr. Jones
3. meeting on Tuesday	3. meeting on Friday

Step 1: Specify text

The first step in Search and Replace is to tell OMEGA which word or words to look for and which word or words to use as replacements. You specify the Search and Replace text on Document Status Menu One, as shown at the right.

Specify Search and Replace text

Recall the document and display Document Status Menu One. Type the text you want OMEGA to search for on the "Search for" line and the replacement text on the "Replace with" line.

The search-for and replace-with words appear on Document Status Menu One of every document you display until the system is turned off or new words are specified. This does not affect documents you do not wish to change, however. OMEGA performs Search and Replace only on the document or documents you designate.

Additional considerations

• **Spacing:** OMEGA locates and replaces exactly what you indicate as search text and replace text. For this reason, a space should be typed before or after a short search-for word such as "at," "it," or "the," which often appear within other words. If you do not include the spaces, the words may be replaced inside of larger ones. For example, if the specified search text is "men" with no spaces before or after the word, the system will locate "men" in the words "comment" and "document." If the replace text in this example is "people," the words would be changed to "compeoplet" and "docupeoplet."

• **Amount of text:** You may search for a word or words up to 40 characters long and replace them with a word or words up to 40 characters long. Spaces count as characters.

Specify Search and Replace Text


```
                DOCUMENT STATUS MENU ONE



                            Search for:..........................
                            Replace with:......................
```

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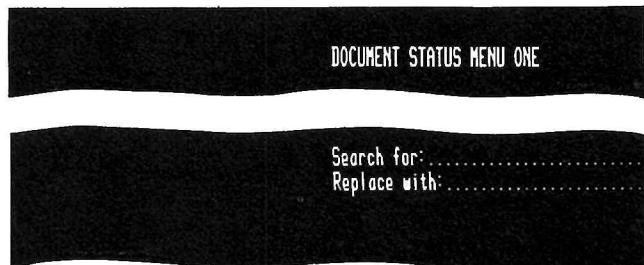
Step 2: Specifying non-hazy match if necessary

After you have identified the search text and the replace text, you must decide whether you want the system to locate every occurrence of that text, or only those occurrences which are a precise match. OMEGA can look for exact matches, such as capitalized words only, or for "hazy" matches in which casing is ignored. Your system is preset to perform a hazy Search and Replace. Look at the examples illustrated at the right.

Specify casing

• **Hazy Search and Replace:** A hazy search locates every occurrence of the search text, disregarding differences in capital or small lettering or hyphenation. It replaces the search text with the specified word or words, matching the same upper or lower case. For example, if the search text is "system" and the replace text is "method," then system, System, or SYSTEM will be found and replaced with method, Method, or METHOD. Hazy Search and Replace locates all the variations of the search-for word or words in your text.

The default setting, Y (yes), in Document Status Menu One specifies a hazy Search and Replace.

• **Exact Search and Replace:** A non-hazy search finds the text exactly as it is typed. It will not locate an occurrence that is hyphenated at the right margin or typed in a different case. For example, if the search text is "system," neither System nor SYSTEM will be found. This is the method to use when you want to change only the casing of a word, for instance. OMEGA finds only the precise word and casing you designate and replaces it exactly as you specify in the replacement text.

You type an N (no) in Document Status Menu One to specify an exact Search and Replace.

Specifying Casing

Method	Search Text	Replace Text	Omega Finds	Omega Replaces With
hazy	color	light	color Color COLOR	light Light LIGHT
non-hazy	color	light	color (only)	light (only)

Step 3: Perform Search and Replace

When you have completed the first two steps, you can instruct the system to perform the Search and Replace. OMEGA offers you two options. One option lets you control each Search and Replace operation; the other is performed by OMEGA automatically.

- **Selective Search and Replace:** In a selective Search and Replace, the cursor stops at each occurrence of the search-for text. The system then waits for you to tell it whether to replace the word or continue the search. This method lets you replace some words and leave others unchanged.

To perform a selective Search and Replace, begin with the cursor above all the text to be searched. Move to the first occurrence of the search-for text by using (CTRL) SEARCH. You can then replace the text by using (CTRL) REPLACE or move to the next occurrence using (CTRL) SEARCH again.

- **Global Search and Replace:** In global Search and Replace, OMEGA searches and replaces throughout an entire document in one, automatic operation. Use COMMAND (CTRL) REPLACE to instruct OMEGA to perform a global Search and Replace. OMEGA "reads" the document, finds each occurrence of the search-for text and replaces it with your specified replacement text.

When performing a global Search and Replace in a long document, you can cancel the operation before the system is finished by using the RED key (cancel). However, if you stop the automatic Search and Replace, you must scroll through the document to determine where OMEGA stopped searching and replacing.

Selective - Skip or Replace Each Occurrence
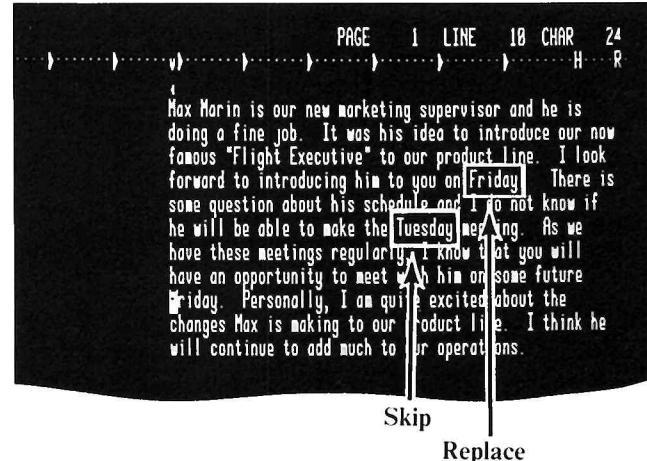
Skip

Replace

Global - Replaces All Occurrences Automatically
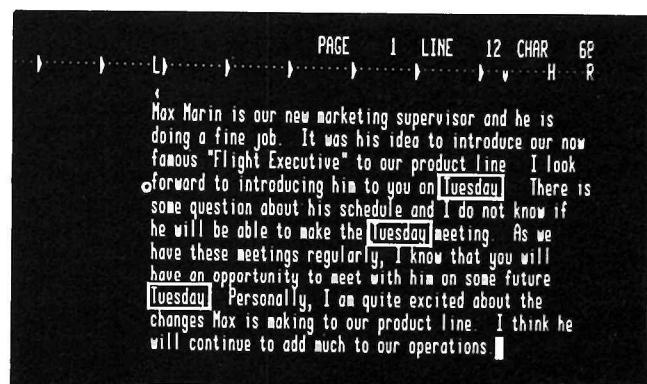
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Specify Search and Replace text from screen
(not available on Level A)

OMEGA has another method for specifying Search and Replace text. You can instruct OMEGA to search for a particular word or words with a document displayed. To specify the search text without displaying Document Status Menu One, press COMMAND and then type ST (Search Text). When a message displays asking what you are looking for, type the search text.

To specify the replacement word or words, press COMMAND and type RT (Replace Text). When OMEGA displays a message, type the replacement text.

Go to the next page and complete the disk instruction for this section.

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Disk Instruction

The disk instructions for this section, Search and Replace, are given to you in print, not on the screen. This is necessary because the examples require you to display the Document Status Menus or a saved document. You would be unable to follow directions given on the screen.

Before you begin the examples, do the following:

• Turn on the system, if necessary, and insert the Master disk into Drive A.

• Fill in the date and time.

• When the margin scale appears, insert your Training disk into Drive B and display the Index.

In the following examples, you will specify the search text and replace text from Document Status Menu One. You will also perform a hazy search and an exact search to see the difference between them.

1. **Specifying Search and Replace text:** You will now specify the Search and Replace text on Document Status Menu One.

   A. **EXAMPLE - Specifying Search and Replace text on Document Status Menu One**

   In this example you will recall document 4.2 Light and display Document Status Menu One. Specify the search text as "waves" and the replace text as "signals."

   1. Print document 4.2 Light. Circle each occurrence of the word "waves." You will use this printed document to note where OMEGA replaces text.

   2. Recall document 4.2 Light.

   3. Display Document Status Menu One.

   4. Specify the search text by positioning the cursor on the "Search for" line and typing the search text—waves.

   5. Set the search text by pressing RETURN.

   6. Specify the replace text by positioning the cursor on the "Replace with" line and typing the replace text—signals.

   7. Set the replace text by pressing RETURN.

   8. RETURN to the document.

   9. Perform a global search and replace to change all the occurrences of the word "waves" to "signals", COMMAND (CTRL) REPLACE.

2. **Casing considerations:** When you specify Search and Replace text you should also consider the casing of the search text and the casing of the replace text. OMEGA offers you two options: 1) to search for all occurrences of the search text, regardless of casing, or 2) to search for only exact occurrences of the search text, including casing. You will now have an opportunity to practice both methods.

CONTINUE TO THE NEXT EXAMPLE

Disk Instruction (Cont.)

A. EXAMPLE - Hazy Search and Replace

In this example you will specify a hazy Search and Replace and perform a selective Search and Replace.

1. Return to the beginning of document 4.2 Light. HOME HOME UP.

2. Display Document Status Menu One.

3. Specify a hazy search and replace. Check the selection line "Hazy Search and Replace." Make sure its setting is Y (yes).

   If it is not, position your cursor on the selection line and type Y. Then press RETURN to set the setting.

4. Specify search text: Color (with a capital C). RETURN to set.

5. Specify the replace text: light (no capitals). RETURN to set.

6. RETURN to the document.

7. Perform a Search and Replace selectively. (CTRL) SEARCH and then (CTRL) REPLACE for each occurrence.

   Note that all occurrences of the word color are replaced, regardless of casing.

B. EXAMPLE - Non-hazy or "exact" Search and Replace

Now you will specify the search text as Light, the replace text as color and a non-hazy Search and Replace. Then you will perform a selective Search and Replace and compare the results to Example A.

1. Return to the beginning of the document—HOME HOME UP.

2. Display Document Status Menu One.

3. Specify a non-hazy Search and Replace by typing N (no) on the "Hazy search and replace" line.

4. Specify the search text—Light (with a capital L.) RETURN.

5. Specify the replace text—color (with a lower case c.) RETURN.

6. RETURN to the document.

7. Perform a selective Search and Replace. (CTRL) SEARCH. (CTRL) REPLACE.

   Note that OMEGA only found the capitalized occurrences of Light and replaced them with a lower case "c."

Save the document on the screen.

Answer N to the updating message and name it Your Name 4.2a.

This is the end of Disk Instruction 4.2.

Level A Users: You have now completed Section 2. Turn to the next page to begin Section 3.

Level B Users: Complete the disk instruction for this section by inserting your Training disk and recalling 4.2 Search and Replace.

Typing over text

A third feature that can make document revision easier is called "Replace Mode." OMEGA normally operates in "Insert Mode," which allows you to add text easily. But you can also instruct OMEGA to let you replace text, or type over it, by using Replace Mode.

Characteristics of Replace Mode

In Replace Mode, OMEGA replaces the character on which the cursor is positioned with the character that you type. When the system is in Replace Mode, the cursor appears as an underline instead of a small box, as shown in the last illustration at the left. Wraparound does not operate in Replace Mode. The RETURN and TAB keys move the cursor but do not insert screen markers or space.

You generally type and revise text in Insert Mode. Replace Mode can be used when the replacement text takes up the same amount of space as the text you are changing. It is usually used to replace figures in columns or when editing forms, as explained in System Guide 8 and System Guide 10. Another common usage is to type in a new name and address on a form letter you are sending to only a few people.

Sample Revision

Using Insert Mode

Using Replace Mode

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Procedures

- **From the screen:** Access Replace Mode from the screen by using COMMAND and typing RM (Replace Mode). Setting Replace Mode from the screen is temporary. The system remains in Replace Mode until you clear the screen or reset Insert Mode from the screen using COMMAND IM (Insert Mode). You enter Replace Mode from the screen if you are making a one-time change to a document.

- **From Document Status Menu One:** Access Replace Mode from Document Status Menu One by displaying the document, positioning the cursor where Replace Mode is to take effect, and using STATUS. Simply change the "I" (Insert) to "R" (Replace) on Document Status Menu One. To return to Insert Mode, reposition the cursor and change the "R" (Replace) to "I" (Insert).

  Setting Replace Mode from Document Status Menu One puts a format marker in the text and sets that document, or a part of that document, permanently. It will remain in Replace Mode unless you reset the document with the cursor on the same line as the format marker, or you delete that format marker. This method is useful for revising documents containing text that is frequently updated, especially figures in columns.

Now complete Disk Instruction 4.3 Replace Mode. To do this:

- **Turn on the system, if necessary, and insert the Master disk into Drive A.**

- **Fill in the date and time.**

- **When the margin scale appears, insert your Training disk into Drive B and display the Index.**

- **Recall document 4.3 Replace Mode.**

Page breaks

You have not set page breaks in your documents. OMEGA has ended the pages according to the "Maximum Line" setting in the Document Status. However, you may wish to display the page breaks on the screen before printing. You can insert page breaks on the screen so that you can review the page ends on the screen before printing. This can also make it easier to locate a particular page when you edit the document. With your Compucorp system, you can display page breaks on the screen. You can also interact with OMEGA to determine the location of page breaks, or create page breaks manually where necessary in a document.

Considerations in pagination

The following settings on the Document Status Menus affect pagination. If you change any of these settings, you must repaginate your document.

- **Maximum lines per page:** One factor in determining where a page breaks is the maximum number of lines specified for each page.

- **Page zone size:** This is another factor in determining where OMEGA splits a paragraph at the end of a page. The setting specifies the minimum number of lines that may appear at the bottom or top of a page. For example, assume the page zone is set at three. If fewer than three lines of space are available for a new paragraph at the bottom of a page, OMEGA moves the paragraph to the next page. Or, if by putting three lines of a paragraph at the bottom of a page, fewer than three lines would be printed at the top of the next page, OMEGA moves the whole paragraph to the next page.

- **Line spacing:** This affects the number of lines of text that fit on a page. If you specify double or triple spacing, the blank lines on the pages are subtracted from the number of lines of text per page. For example, if you specify 50 lines per page and double spacing, the system actually prints 25 lines of text separated by 25 blank lines.

- **Lines per inch:** If the setting is changed from 6 to 8 lines per inch, more lines will print on the page.

Maximum Lines/Page

Lines on First Page

Lines on Following Pages

**Page Zone**

Pagination methods

When you paginate on the screen, you can review how the pages look when they break at the number of lines specified in Document Status Menu One. There are two ways to instruct OMEGA to display page breaks on the screen before the document is printed. One method is performed automatically by OMEGA. The other allows you to interact with OMEGA in setting page endings. With this second method, you can select more appropriate locations for page breaks in your documents.

- **Automatic page endings:** To have OMEGA paginate automatically, simply position the cursor at the beginning of the document and press COMMAND and then PAGINATE. OMEGA automatically inserts page breaks throughout the document according to the maximum lines specified in Document Status Menu One.

- **Suggested page endings:** This pagination method lets you interact with OMEGA in setting page breaks. To have OMEGA suggest page breaks, position the cursor at the beginning of the document and press PAGINATE.

The cursor moves to the line on which the system would end the page according to the maximum lines and page zone specified in Document Status Menu One. At the same time, a message displays instructing you to "press RETURN when the cursor is on the last line of the page." If you want the line indicated by the cursor to be the last line on the page, simply press RETURN. OMEGA then moves to the next suggested page ending.

If the line the cursor indicates is in the middle of a section of text that you would like to keep on the same page, you can move the cursor to a more appropriate breaking point using UP ARROW. You cannot move the cursor down because you would then exceed the maximum number of lines specified per page on Document Status Menu One. When you have moved the cursor to the line you want as the last line on the page, set the page break by pressing RETURN.

Automatic Page Endings

Suggested Page Endings
Can move up to more appropriate breaking point

Types of page breaks

The Compucorp system can set two types of page breaks, temporary and required. OMEGA sets a temporary page break when it paginates, and you can set this type manually as well. You can also set required page breaks on the screen.

- **Temporary page breaks:** Temporary page endings change when a document is re-paginated. When OMEGA sets automatic or suggested page endings, the page breaks are temporary. If you revise the document and then re-paginate it, OMEGA resets these page endings. A temporary page break marker displays on the screen as a "v" and dashed line, as shown in the top illustration.

  You can set temporary page breaks manually without paginating the entire document by pressing COMMAND and typing EP (End Page).

- **Required page breaks:** You may want OMEGA to observe certain page endings at all times, even if the document is re-paginated. For example, the last page of a chapter or section may contain fewer than the number of lines specified per page on Document Status Menu One. With a required page break, you can indicate that the page must break before the maximum number of lines is reached.

  You can specify a required page break by pressing COMMAND and typing RP (Required Page). A required page break marker displays on the screen as an arrowhead pointing up and a dashed line, as shown in the second illustration.

  You can use required page breaks to keep specific information, such as a chart or table, on one page. Or you may want to isolate small amounts of text on one page for emphasis. In either case, you must set required page breaks before and after the text you want to isolate, as shown to the right.

  Required page breaks are usually set before the document is paginated. OMEGA does not change required page breaks during pagination.

NOTE: When a page break marker is created by you or by OMEGA, a format marker is inserted in the text. This format marker can be seen in Trace Mode. It contains a message that reads "NEW PAGE."

Page Break Markers
Temporary
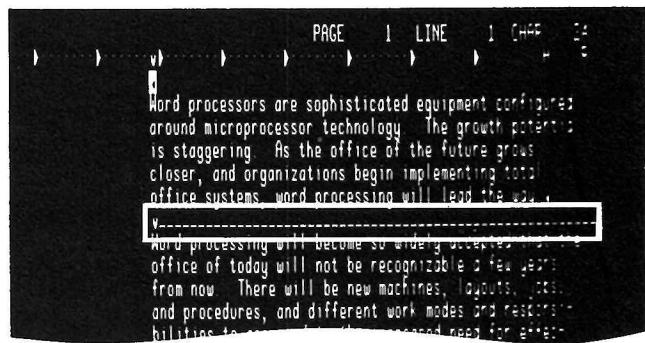
Required
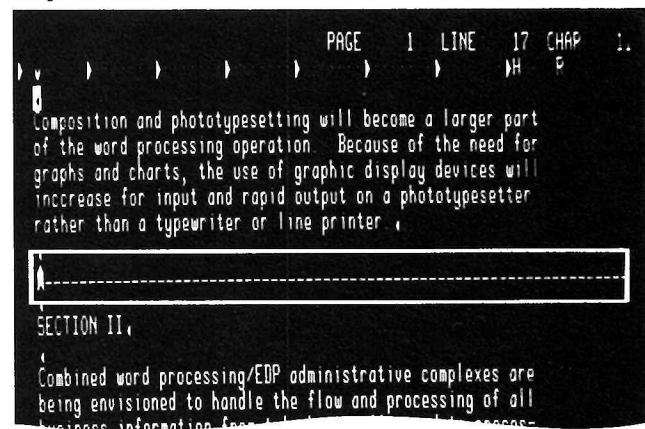
Use of Required Page Breaks
To end a chapter
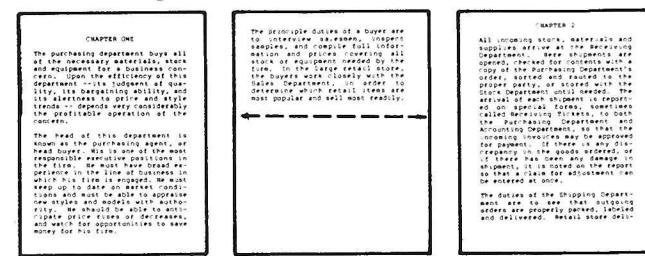
To highlight text
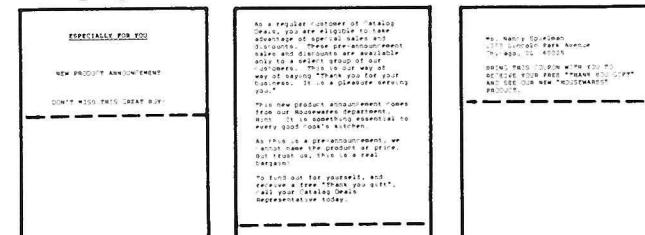
To keep tables or charts on one page
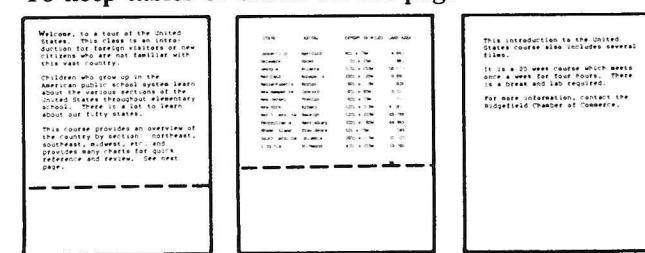
Editing page breaks

When reviewing a document, you may find that you want to change the page breaks. Two methods can be used to edit page breaks.

- **For one page or several pages:** You can remove the page break marker from the screen by using DEL CHAR or DEL LINE. You can then reset the page break manually by setting a temporary or required page break.

- **For the entire document:** To change all the temporary page breaks consistently, you first change the maximum number of lines per page settings in Document Status Menu One. You then re-paginate the document to remove the previous page breaks and set new ones.

NOTE: This method does not change required page breaks. To remove required page breaks, you must use DEL CHAR or DEL LINE.

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Disk Instruction

The disk instructions for this section, Setting Page Ends, are given to you in print, not on the screen. This is necessary because the examples require you to display a saved document. You would be unable to follow directions given on the screen.

Before you begin the examples, do the following:

• Turn on the system, if necessary, and insert the Master disk into Drive A.

• Fill in the date and time.

• When the margin scale appears, insert your Training disk into Drive B and display the Index.

In the following examples, you will use saved documents to practice various pagination options. You will be using the printer, so be sure it is turned on now.

1. **Printing without paginating:** Until now, you have not set pages in any of the examples in this Training Program. Whenever you have been instructed to print a page, OMEGA has automatically ended the pages for you according to the maximum number lines set on Document Status Menu One.

   A. EXAMPLE - OMEGA ending pages on printout

   In this example you will note the number of lines specified on Document Status Menu One and have OMEGA automatically end the pages for you.

   1. Recall document 4.4 Eye Care.

   2. Display Document Status Menu One.

   3. Note the setting for the first and following pages.

   4. RETURN to the document.

   5. Clear the screen and print document 4.4 Eye Care from the Index.

CONTINUE TO THE NEXT EXAMPLE

Disk Instruction (Cont.)

2. **Printing with pagination:** OMEGA allows you to view the page breaks on the screen before you print. You can have OMEGA set the page breaks automatically. Or you can have OMEGA suggest the page breaks so you can vary their position, if you like.

A. EXAMPLE -Using automatic pagination

In this example you will instruct OMEGA to set page breaks on the screen automatically according to Document Status Menu One.

1. Recall document 4.4 Eye Care.

2. Scroll through the document using DOWN ARROW and note it has been saved as one page with 149 lines.

   NOTE: Answer N to the prompt to save the text. Name the document Your Name 4.4a.

3. Return to line 1, page 1 of the document. HOME HOME UP.

4. Have OMEGA automatically paginate the document by pressing COMMAND and then PAGINATE.

5. Save the document.

6. Recall document your name 4.4a and use the DOWN ARROW key to scroll through the document again. Note the page breaks that have been inserted every 55 lines, as specifed on Document Status Menu One.

   Also, compare the page breaks on the screen with those OMEGA made on the printed copy. Note the page breaks correspond.

B. EXAMPLE - Using suggested pagination

You will now instruct OMEGA to suggest page breaks and interact to set the page breaks. You will first change the number of lines to appear on each page.

1. Specify 40 lines to be printed on each page. Remember: The "Maximum Lines" selection must be changed from page 1, line 1.

2. RETURN to the document.

3. Have OMEGA suggest page breaks by pressing PAGINATE.

   NOTE: Answer N to the saving text message and name the document YOUR NAME 4.4b.

   OMEGA moves the cursor to the 40th line and displays a small arrow at the left of the screen and a message, "Press RETURN when the cursor is on the last line of the page," at the top of the screen.

4. To end the page where OMEGA suggests, press RETURN.

   OMEGA inserts a page break and moves to the next suggested page break—40 lines later.

5. To set the page break at a location different from that suggested, use UP ARROW to move the arrow on the screen to the desired page ending. Then press RETURN.

6. Continue through the document either setting the suggested page break or moving the cursor up to your desired page ending.

Disk Instruction (Cont.)

7. Save the document.

8. Print document 4.4b.

When you pressed PAGINATE, OMEGA removed the page endings you had set in Example A and began suggesting new page endings based on the new setting in the Document Status. When you saved the document after paginating, OMEGA saved the page breaks with the text.

3. **Types of page breaks:** You can set either temporary page breaks or required page breaks in a document. Temporary page breaks can be removed by OMEGA when it repaginates a document. Required page breaks can only be removed if you delete them from the document. You will now have an opportunity to set and delete required page breaks.

A. **EXAMPLE - Setting required page breaks**

In this example you will set required page breaks at the end of the chapters in document Your Name 4.4b. You will then repaginate the document to see the temporary page breaks changed but the required page breaks uneffected.

1. Recall document Your Name 4.4b.

2. Set required page breaks by positioning the cursor on the line where the page should end—line 19. Press COMMAND and then type RP (Required Page). Note OMEGA inserted a new page break marker. Notice that the marker is different from the temporary page break marker.

   Repeat for the line above "Chapter 3." NOTE: Answer N to the saving text message and name it Your Name 4.4c.

3. Return to the beginning of the document (HOME HOME UP) and specify 55 lines per page on Document Status Menu One.

4. RETURN to the document.

5. Have OMEGA automatically repaginate the document—COMMAND PAGINATE.

6. Save the document.

7. Print document 4.4c.

   NOTE: When OMEGA repaginated the document the required page breaks were not replaced.

This is the end of Disk Instruction 4.4. You have now completed Section 4. Turn to the next page to begin Section 5.

Locating text

To make revisions, you must first move the cursor to the text to be edited. You are familiar with using the HOME and Arrow keys to locate text. With page breaks set on the screen, you have another option for locating text rapidly. You can also use the procedure you have learned for specifying search text to locate text to be revised.

Locating text by page

When page breaks are set in a document, you can move through the text a page at a time. PAGE DOWN moves the cursor to the first line of the next page. (CTRL) PAGE UP moves the cursor to the first line of the previous page. Whenever you move to a new page, two lines for the previous page also display to help you verify the cursor location.

You can move directly to a specific page in a document by pressing COMMAND and then PAGE DOWN. When a message displays asking what page you would like to go to, type the desired page number and then press RETURN. OMEGA counts through the document pages automatically and displays the page you request. You can then use the Arrow keys to move the cursor to the specific area of revision.

Moving to specific text

With OMEGA, you can move the cursor rapidly to a specific phrase by specifying the text you are looking for. To do this, you press COMMAND and then (CTRL) SEARCH. The message "What are you looking for?" displays. Enter the text and press RETURN. OMEGA then moves through the document from your cursor location until it locates the text. You can then edit the text or continue the search for the next occurrence of the specified text.

Go to the next page and complete the disk instruction for this section.

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Locating Text by Page

What page number would you like to go to? ▮
PAGE   1 LINE   1 CHAR 1!
▸·v·····▸·····▸·····▸·····▸·····▸·····▸·····▸·····▸H···R·····

Word processors are sophisticated equipment configured
around microprocessor technology. The growth potential is

Moving to Specific Text

What are you looking for? ▮
PAGE   1 LINE   1 CHAR 1!
▸·v·····▸·····▸·····▸·····▸·····▸·····▸·····▸H···R·····

SECTION I₁

Disk Instruction

The disk instructions for this section, Locating Text, are given to you in print not on the screen. This is necessary because the examples require you to recall a saved document. You would be unable to follow directions given on the screen.

Before you begin the examples, do the following:

• Turn on the system, if necessary, and insert the Master disk into Drive A.

• Fill in the date and time.

• When the margin scale appears, insert your Training disk into Drive B and display the Index.

In the following examples you will move by page through a document and move directly to a page in a document. You will also locate specific text within the document.

1. **Using page keys to move in a document:** If a document has page breaks set, you can use the page keys to move in the document.

   A. EXAMPLE - Scrolling through a document by page

   In this example you will scroll through a document by page.

   1. Recall document Your Name 4.4c.

   2. Scroll forward in the document by pressing PAGE DOWN. Scroll to the end of the document.

      NOTE: Update the original by answering y to the saving text message.

   3. Scroll backward in the document by pressing (CTRL) PAGE UP. Scroll back to the beginning of the document.

   B. EXAMPLE - Moving directly to a specific page

   In this example you will use COMMAND PAGE DOWN to move directly to page 3.

   1. Press COMMAND and then PAGE DOWN. "What page number would you like to go to?" appears in the message area.

   2. Type the page number—3.

   3. To move to the page, press RETURN.

2. **Locating specific text within a document:** You can also locate text in a document by specifying the text and instructing OMEGA to search for it.

   A. EXAMPLE - Locating search text

   In this example you will locate the text, Chapter 3, by using search commands.

   1. Specify the text to be located. COMMAND (CTRL) SEARCH. When the message "What are you looking for?" appears, type Chapter 3 and RETURN.

      OMEGA performs a selective search. When it locates the first occurrence of the search text it stops.

   2. Save the document on the screen. Update the original.

This is the end of Disk Instruction 4.5.

Printing page numbers

When you have finished your revisions, you can print the document. If you want page numbers printed on your document, OMEGA can do this automatically.

Page numbers on drafts can facilitate editing, and they are required on many documents. Typing page numbers with a typewriter means aligning and typing a page number on each page. If the document is revised, it often means the page numbers must be retyped. OMEGA numbers pages for you and prints the page numbers at any specified location on the page. And when you revise a document, OMEGA renumbers pages automatically. The page numbers display only on the printed copy, not on the screen.

Procedure

To instruct OMEGA to number pages automatically, you specify the following three items on Document Status Menu Two.

1. **The location of the page number on the page:** OMEGA can print the page number at the top of the page (T), at the bottom of the page (B), or not at all (N). In the illustrations, the bottom of the page was specified.

2. **The number of blank lines separating the text from the page number:** This space is not included in the maximum number of lines per page when OMEGA paginates. For example, assume that the page number is to print at the bottom of the page and the number of lines between the text and the page number is set at two. If the maximum number of lines set for the page is 55, the page number will print on the 57th line.

3. **The location of the page number on the line:** OMEGA can place the page number in the center, at the left or right margin, or at a particular character position on the page. Page numbers can also be printed alternately at the left and right margins. The page numbers in the second illustration are printed at the left margin.

NOTE: OMEGA does not print the number "1" on the first page of any document. Page numbering always begins on page two, as shown in the illustration. The procedure for printing the number 1 on the first page of a document is covered in System Guide 9.

Page Number Settings

```
    DOCUMENT STATUS MENU TWO
Page numbers [T,B or N]:.........B
# of lines from text for page #....2
Col. for page # [#,C,L,R,A]:......L
Print form [Y/N]:.................Y
Character spacing [10,12,15,PS]:...10
Lines per inch [6 or 8]:..........6
Continuous footnote numbers [Y/N]:..Y
Footnotes at end of document [Y/N]:.N
Paper length, lines:.............66
Shadow or Multihit bold? [S/M]:....M
Multihit bold - # of hits:........4
Overstrike character:.............-
Print wheel:......................
```
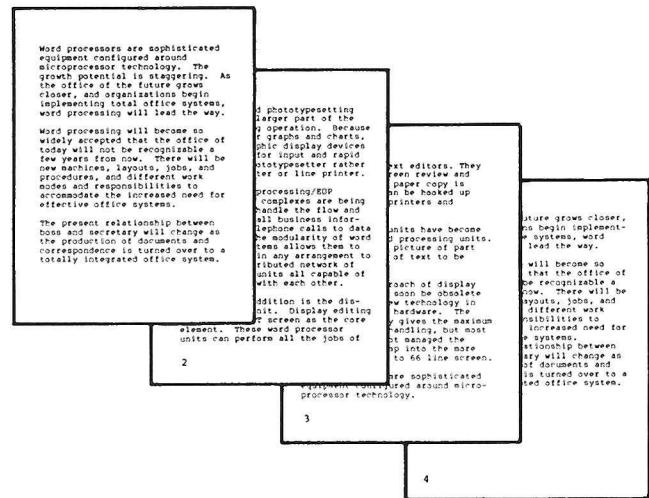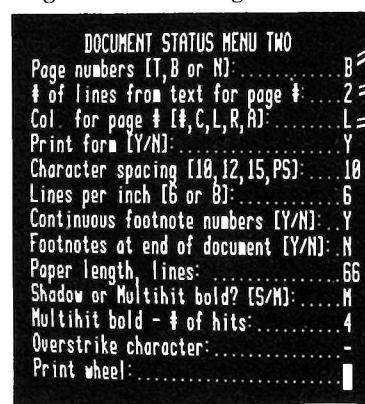
Go to the next page to complete the disk instruction for this section.

Disk Instruction

The disk instructions for Section 6, Numbering Pages, are given to you in print, not on the screen. This is necessary because the examples require you to recall a saved document. You would be unable to follow directions given on the screen.

Before you begin the examples, do the following:

- Turn on the system, if necessary, and insert the Master disk into Drive A.
- Fill in the date and time.
- When the margin scale appears, insert your Training disk into Drive B and display the Index.

In the following examples you will instruct OMEGA to number the pages of document 4.4 Eye Care.

1. Numbering all pages of a document: When you specify page numbering on Document Status Menu Two, OMEGA will automatically number the pages of a document at the location you specify.

A. **EXAMPLE - Numbering pages**

1. Recall document 4.4 Eye Care.

2. Display Document Status Menu Two.

3. Note the page numbering selections:

   "Page numbers (T,B or N)"
   "# lines from text for page #"
   "Col for page # (#,C,L,R,A)"

4. Instruct OMEGA to print the page numbers at the bottom. Type b in the "Page numbers (T, B, or N)" selection and press RETURN.

5. Instruct OMEGA to print the page numbers 3 lines from the text. Type 3 in the "# lines from text for page #" selection and press RETURN.

6. Instruct OMEGA to center the page numbers on the page. Type c in the "Col. for page # (#, C, L, R, A)" selection and press RETURN.

7. RETURN to the document.

8. Save the document. Update the original by answering Y to the saving text message.

9. Print the document. Note the page numbers and their location on the page.

B. **EXAMPLE - Numbering pages options**

In this example you will print the same document with page numbers in a different location. Print the page numbers at the top (T), 2 lines from the text (2), and on the right side of the page (R).

This is the end of Disk Instruction 4. You have now completed System Guide 4. To begin the next module, locate System Guide 5.

HELP

Help for Cumulative Example 4.1

1. To copy numbered items underneath "Enclosures":

   Define the beginning of the block by positioning the cursor at the beginning of the block—line 15, character 16—and pressing BLOCK B. Define the end of the block by positioning the cursor at the end of the block—line 21, character 11—and pressing BLOCK e.

   Copy the block by positioning the cursor where the copied block is to appear—line 40, character 11—and pressing BLOCK (CTRL) COPY.

2. To move paragraph 3 below paragraph 4: Define the beginning of the block—line 16, character 11—BLOCK b.

   Define the end of the block—line 19, character 11—BLOCK e.

   Move the block—line 23, character 11—BLOCK (CTRL) MOVE.

3. To delete the last paragraph:

   Define the block—line 24, character 11—BLOCK b—line 27, character 11 BLOCK e.

   Delete the block. BLOCK (CTRL) DELETE.

4. To save the address:

   Define the block—line 3, character 11—BLOCK B— line 7, character 11—BLOCK e.

   Save the block. BLOCK SAVE. Name the block: Address List.

5. Save the document.

6. Print the document and compare it to the revised copy on Page 8.

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